



Letter of Agreement Between Capella University and Inver Hills Community College

This document states the conditions under which Capella University (Capella) will accept credits earned by students attending the undersigned Inver Hills Community College (Inver Hills) toward the attainment of a Bachelor's Degree from Capella and thereby enhance the number and quality of learning options for its students and alumni.

1. Students from Inver Hills Community College planning on completing their baccalaureate degree may apply to Capella University at any time while the student is currently enrolled. Students should be directed to the application form under the student section of the website: <www.capellauniversity.edu/ccap_app>.
2. Due to this alliance, upon Capella's receipt of an application form, students who satisfy the admissions standards below will receive notice that they are pre-qualified for admittance into Capella's Bachelors completion program. Additional benefits to the students are as follows:
 - 2.1. The standard \$50 application fee is waived;
 - 2.2. The application process is streamlined - no goal statement is required;
 - 2.3. Access to Capella's advisory services at 1-888-CAPELLA or <info@capella.edu>; and
 - 2.4. Subscriptions to Capella's monthly electronic newsletter(s).
3. If the undergraduate students successfully complete the Associate of Arts or Science degree requirements at Inver Hills Community College they will be provisionally accepted for Capella's upper division Bachelor's program under the following conditions:
 - 3.1. With a 2.3 Grade Point Average on a 4.0 scale;
 - 3.2. Satisfy the General Education requirements required by State of Minnesota Higher Education Service Office guidelines (see HESO table at end of this document and/or in the Capella University catalog); and
 - 3.3. Otherwise fulfill Capella's education requirements,
4. Provisional acceptance to Capella may be granted to students who complete 40 semester credits (60 quarter credits) at Inver Hills Community College with a 2.3 GPA. Capella and Inver Hills Community will work together to facilitate the transfer of appropriate student information, with the learner's permission.
5. Capella will accept some lower division credits that are equivalent to Capella's core upper division requirements, up to a maximum of 48 quarter-credits (32 semester credits) earned at Inver Hills Community College. These credits will be reviewed during the Course and Credit evaluation completed by the Capella University Registrar's Office during the admission evaluation process. See the Capella University's website <www.capellauniversity.edu> for details. An equivalency table of courses will be provided to Inver Hills Community Colleges by Capella University to assist in the advising of its students.



6. Students may concurrently take courses at both institutions, as well as have access to advising and other services at both institutions. However, federal regulations require that students receive financial aid from only a single college from which courses are taken during a given quarter or semester. Advisors should recommend that financial aid recipients take all their courses in a given quarter or semester at either the community college or Capella. If a student attends both institutions in a single semester, financial aid may be granted from only one unless the institutions enter a consortium agreement to allocate and distribute financial aid between the student's "home" institution and the consortium partner.
 7. Capella and Inver Hills agree to coordinate the provision of accurate and timely information and academic advising about this program.
 - 7.1. Inver Hills Community agrees to work with Capella to appropriately communicate the benefits of this partnership to its students, staff and alumni, as consistent with Inver Hills Community College's privacy policies; and
 - 7.2. Inver Hills Community will assist Capella in the distribution of updated degree and transfer materials to its students and alumni, and faculty and staff. It will make such information accessible via available print and electronic vehicles such as articulation lists, bulletin boards, brochures, e-mails or websites.
8. For the purposes of making this partnership successful, Inver Hills Community College agrees to:
 - 8.1. Allow students access to its computer labs for purposes of completing their Bachelor's degree with Capella, as Inver Hills Community College's space and resources permit;
 - 8.2. Post a link to Capella on its website, unless institutional policy precludes such action;
 - 8.3. Work with Capella to establish electronic data transfer (if or when available) of curriculum and of learner transcripts, with the learner's permission; and
 - 8.4. Notify Capella annually of major changes to its curricula.
9. Capella agrees to place on its educational website a link to Inver Hills Community College's website for learners to explore taking Associate level courses at your institution and to notify you by letter of changes to its curricula and admissions policies.

Capella is also pleased to offer a 10% discount to your administration, faculty and staff to take degree and non-degree programs at Capella University. Capella's five professional schools (Psychology, Human Services, Business, Technology and Education) offer over 650-courses, 80-degree specializations with Graduate Certificates, Master's, MBAs, and PhDs, and continuing education courses that help prepare community college leaders and practitioners for leadership, education and learning innovations in the face of current educational challenges.



We believe Capella's Community College Alliance Program will enhance the number and quality of learning options available to Inver Hills Community College alumni, students, faculty, and staff. Upon acceptance of this letter and an academic review of your course catalog, we will provide you with appropriate informational brochures and materials and course catalogs so that Student and Faculty Advisors can include Capella as an option for students who want to continue their education.

We look forward to working with you. Capella and the Inver Hills Community College should review the agreement annually to determine whether it is achieving its purposes and continuing to meet our institutions' needs. Either party has the right to terminate this agreement upon 30 days written notice. The agreement will be self-renewing in annual increments unless 30-days written notice is served.

If what I have described is acceptable, please sign below and return both copies to Capella University. We will send you a fully executed copy for your records.

_____/Signature Present/_____

Jerome Halverson, PhD
Vice President of Academic Quality
Capella University

_____/10/10/02_____

Date

_____/Signature Present/_____

By:
Its: President
Inver Hills Community College

_____/9/16/02_____

Date